



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FORENSIC EVIDENCE TECHNICIAN

Class No. 005716

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■ CLASSIFICATION PURPOSE

Under general direction, to identify, document, collect, preserve, and transport photographic and physical evidence critical to crime scene investigation; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Forensic Evidence Technician is a technical class allocated only to the Sheriff's Crime Laboratory. Under the direction of a Supervising Criminalist this class is responsible for the identification, collection, preservation and transportation of physical evidence from crime scene investigation and autopsies. This class also performs crime scene documentation, fingerprint processing, and photography work.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Prepares and documents crime scenes using sketches, reports of activities, and a photo log.
2. Collects, preserves, and transports physical evidence from crime scene investigations and autopsies, which includes latent fingerprints, trace evidence and serological evidence, narcotics, firearms, and tool marks.
3. Documents crime scenes using 35mm and/or video cameras and a variety of different photographic films and/or digital techniques.
4. Examines items of evidence in the field and in the laboratory for latent fingerprints and trace evidence using a combination of laser techniques, print powders and chemicals (i.e. fluorescein).
5. Performs data entry of firearms and fingerprint data into a computerized data system.
6. Attends medical legal autopsies at the Medical Examiner's Office to collect photographic and physical evidence.
7. Appears in court as an expert witness regarding collected and processed physical evidence.
8. Collects evidence from dead bodies and photographs all aspects of the body necessary for investigation.
9. Prepares court displays.
10. Researches and evaluates new technical developments in crime scene processing, handling, and analysis of crime laboratory evidence.
11. Travels in and out of the County to crime scenes to conduct special investigations.
12. Takes photographs of crime scenes from helicopter/aircraft.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Evidence identification, documentation, collection, preservation, and transportation procedures and techniques.

- Fingerprint classification systems and equipment and development techniques.
- Investigation policies and procedures used by law enforcement.
- Local, State and Federal laws/policies regarding the collection, preservation, and transportation of evidence.
- Photographic techniques, equipment, materials and development methods; conventional and digital.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Operate various types of photographic equipment.
- Determine the appropriate analytical tests needed for the evaluation of evidence.
- Operate computers for preparation of sketches, reports and evidence/photo logs and data entry of fingerprint and/or firearms evidence.
- Prepare clear and concise reports.
- Establish and maintain cooperative working relationships with County staff and outside law enforcement agencies.
- Communicate effectively both orally and in writing.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Associate of Science degree and a community college certificate in Evidence Technology or equivalent, OR
2. One (1) year of experience in the identification, documentation, collection, preservation and transportation of physical evidence which must include fingerprint processing, OR
3. Two (2) years of full time experience as an Evidence Technician in a law enforcement agency.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Required to be on standby, 24 hours per day for approximately one-week intervals during each month, for immediate response to field calls. Works indoors and outdoors in all types of weather. Travels to crime scenes throughout the County and out of the County for special investigation. Occasional exposure to dead bodies, chemical/biohazards, and photo flights.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: March 27, 1998**  
**Reviewed: Spring 2003**  
**Reviewed: Spring 2004**